DOCUMENT RESUME

ED 181 736 FL 010 904

AUTHOR Peet, William, Jr.
TITLE Speakeasy: A Text for Speaking, Volume 2. English for Special Purposes Series: Autobody Repair.
INSTITUTION Honolulu City and County Office of Human Resources, Hawaii.; Honolulu Community Coll., Hawaii.
SPONS AGENCY Department of Labor, Washington, D.C.
PUB DATE 77
CONTRACT DL-15-6053-37
NOTE 97p.; For related documents, see FL 010 897-905

EDRS PRICE MF01/PC04 Plus Postage.
DESCRIPTORS Adult Education: *Auto Mechanics; Communicative Competence (Languages); *English (Second Language); *English for Special Purposes; Instructional Materials; *Language Instruction; *Second Language Learning; Speech Communication; Speech Skills; Vocational Education
IDENTIFIERS *Dialogs (Language Learning); *Survival Language

ABSTRACT

This is the second of two volumes devoted to dialogs designed for classroom use by students of English as a second language. Survival skills are emphasized. The dialogs are grouped under the following titles: (1) "Buying Furniture," (2) "Straightening Metal Surfaces," (3) "Opening a Checking Account," (4) "Going to the Doctor," (5) "Building Shelves," (6) "How to Use the Disc Grinder," (7) "Getting the Car Fixed," (8) "Going to the Post Office," (9) "Emergency!" (10) "Applying and Cutting Plastic Filler," (11) "The Traffic Ticket," (12) "Going to the Library," and (13) "The Job Interview." Several of the units deal with autobody repair. Dialogs are followed by questions that ask students to describe aspects of a pictured situation. Each unit ends with an exercise in which students are required to improvise dialog. (JB)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

ED181736

ENGLISH FOR SPECIAL PURPOSES SERIES

AUTOBODY REPAIR

SPEAKEASY

A TEXT FOR SPEAKING

VOLUME 2

FL010904

U S DEPARTMENT OF HEALTH
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

WILLIAM PEET, JR.

Table of Contents
VOLUME 2

UNIT XV	BUYING FURNITURE	99
UNIT XVI	STRAIGHTENING METAL SURFACES	109
UNIT XVII	OPENING A CHECKING ACCOUNT	117
UNIT XVIII	GOING TO THE DOCTOR	123
UNIT XIX	BUILDING SHELVES	132
UNIT XX	HOW TO USE THE DISC GRINDER	140
UNIT XXI	GETTING THE CAR FIXED	145
UNIT XXII	GOING TO THE POST OFFICE	155
UNIT XXIII	EMERGENCY!	161
UNIT XXIV	APPLYING AND CUTTING PLASTIC FILLER	168
UNIT XXV	THE TRAFFIC TICKET	173
UNIT XXVI	GOING TO THE LIBRARY	179
UNIT XXVII	THE JOB INTERVIEW	185

UNIT XV

BUYING FURNITURE

PREVIEW

In this unit, you will practice:

1. talking about buying furniture.
2. using and talking about using a department store catalog and the classified ads in the newspaper.
3. talking to a furniture salesman.

4

LOOKING AT FURNITURE ADS IN THE PAPER

DIALOG 1

Randy is looking at the furniture ads in the paper. Nancy is checking MP's catalog. Nancy wants to buy a sofa bed. Randy says sofa beds are too expensive. They also need beds and a dinette set.

Nancy Randy! MP's has a sofa bed for just two hundred ninety-nine dollars.

Randy Yes, but the regular sofas are only one hundred eighty-nine.

Nancy But we need an extra bed.

Randy Why?

Nancy So my mother can visit.

Randy Ouch. Okay, dear. We'll see.

Nancy Here's a dinette set for $89.95.

Randy Here's one in the classified for $45.

QUESTIONS

1. Why does Nancy want a sofa bed?
2. What is Randy doing?
3. Where can you find cheap furniture?

DIALOG 2

Randy We need some beds.

Nancy Right. Two twin beds for the kids.

Randy And a double bed for us.

Nancy MP's has twin beds for seventy-seven dollars ($77.00).

Randy But those are cheap ones, right?

Nancy Yes. They have more expensive ones, too.

Randy Here are some beds in the classified.

Nancy How much?

Randy They have twin beds for fifty dollars and a double bed for a hundred.

DIALOG 3

Nancy Look, Randy! MP's has a sofa bed on sale for $299 (two hundred ninety-nine dollars).

Randy Right, but last week I saw a regular sofa for just $189.

Nancy But we could use an extra bed when we have visitors.

Randy Well, we can go and look at both sofas. What about the dinette sets?

Nancy The lowest priced five-piece set in the catalog is $89.95.

Randy Here's one under furniture in the want ads for only $45.

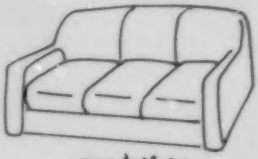
QUESTIONS

1. What are Randy and Nancy going to do next?
2. Which do you think is better-- to buy furniture new from a store or second-hand from a private party?

MP's CATALOG

FURNITURE SECTION

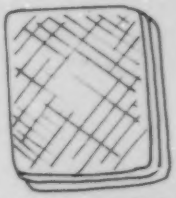
SOFA BED $299.00



SOFA $149.00

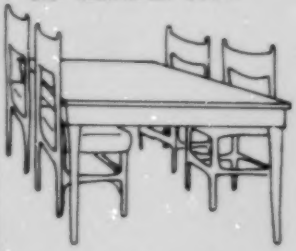
BEDS

TWIN SIZE $77.00

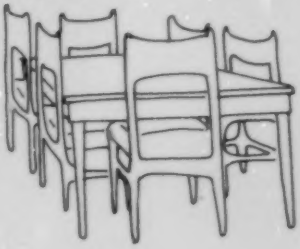


DOUBLE SIZE $119.00

5PC DINETTE SET $99.95



7PC DINETTE SET $ 129.95



DIALOG 4

Randy We need two twin beds for the kids and a double bed for us. Have you found any good deals?

Nancy The lowest price for twin beds in Mo's catalog is $77.00.

Randy Those are real cheap ones, though, right?

Nancy Yes. They have a selection of better ones on up to $233.90.

Randy Maybe we could find some in the furniture section of the classified ads in the paper. Yes. Here's a set of two twin beds for just $100 and a double bed for $75.

Nancy But they might not be in good condition.

Randy Well, we can go and check them out this afternoon.

TAMARIND SUN
Sunday, July 17, 1977

FURNITURE
dinette $45, twin beds $50, double bed $100 277-5482
2 twin beds $100, dbl. bed $75, sofa bed $150 766-4824
MISC.
sofa bed $95, bicycle $40, stereo $125, two bedroom sets, dinette 277-7328 eves.
queen size bed $70, exercise bicycle $65. two twin beds $75, dinette set $50, surf-board $45 466-8273

BUYING FURNITURE AT MP'S

DIALOG 5

Randy and Nancy are at MP'S. They are looking at furniture. They are talking to the furniture salesman about sofas.

Nancy	How much are your sofa beds?
Salesman	We have one on sale for $299.
Randy	How much are regular sofas?
Salesman	They're less expensive. We have one here for $189.
Nancy	But Randy, a sofa bed is better.
Randy	Well, we could look in the classified ads.
Nancy	Yes. Let's do that.

QUESTIONS

1. What kinds of sofa does Nancy want? How much is it?
2. How much is the regular sofa?
3. What are they going to do next?

DIALOG 6

Nancy Here's a sofa bed for just one hundred dollars.

Randy That's a good price.

Nancy Yes, and they have a dinette, too.

Randy How much is that?

Nancy Let's see-- fifty dollars.

Randy Do they have beds, too?

Nancy Yes. Two twin beds for seventy-five dollars.

Randy How about a double bed?

Nancy They have a queen size for seventy dollars.

Randy They have everything we want.

Nancy Let's call them now.

DIALOG 7

Randy — How much more are your sofa beds than your regular sofas?

Salesman — Well, sir, that depends on what quality you want. Our cheap sofa beds are less than our expensive regular sofas.

Randy — Okay, but how much are the cheapest of each?

Salesman — Our lowest-priced sofa bed is on sale for $299, and the same size regular sofa is $189.

Randy — You see, Nancy-- the sofa beds are more expensive.

Nancy — But I bet we could find a sofa bed for a lot less in the classified ads.

Randy — We probably could.

QUESTIONS

1. What do you think Randy and Nancy will do next?
2. What should Randy and Nancy have done first, before going to MP's?

DIALOG 8

Nancy Here's a used sofa bed for just $150 listed under Furniture.

Randy Try looking under Miscellaneous, too.

Nancy Okay. (She checks under Misc.) Here's one for $95. They're selling all their furniture.

Randy Maybe we can get some of the other things, too.

Nancy They're selling two bedroom sets and a dinette, too.

Randy Let's call them right now.

QUESTIONS

1. What kind of sofa do you think Randy and Nancy will get? Why?

2. What do you think will happen when Randy and Nancy call to find out about the furniture? Will it all be cheap?

12

REVIEW EXERCISES

1. Ask another student how much a | dinette set
twin bed
double bed
sofa bed | is at MP's.

Act out the following situations. Use cards for number 2.

2.

Student A — You want to buy a double bed. You find one for sale in the classified. You call up the seller.

Student B — You have a double bed for sale. A calls you up.

3.

Student A — You have a dinette set for sale. B calls you up.

Student B — You want to buy a dinette set. You find A's ad in the classified. You call A up.

4. One student is Nancy, another is Randy, and a third is the seller of the furniture. Nancy is on the phone with the seller. She is asking about the sofa bed. Randy is asking her to check out some other items of furniture.
(Tr1)

UNIT XVI

STRAIGHTENING METAL SURFACES

PREVIEW

In this unit, you will practice:

1. asking and answering questions about the use of the hammer, the dolly, and the Vixen file.

2. talking about various aspects of metal straightening operations.

14

STRAIGHTENING METAL SURFACES

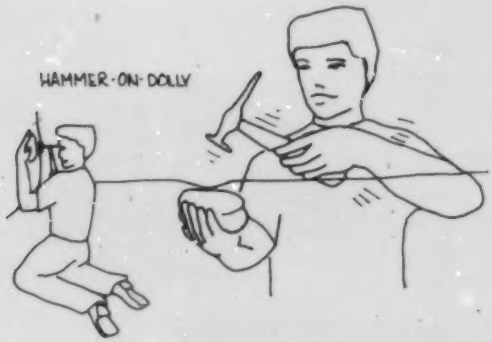
DIALOG 1

Mike is telling Randy how to straighten out dents. He tells him: "Sometimes you will use the hammer and dolly. Sometimes you will use the pick hammer and the Vixen file."

Randy	How do I bring up this dent, Mike?
Mike	(Feels the dent with his palm.) Better hammer-on-dolly
Randy	Should I use the pick hammer?
Mike	If you pick and file, it will take too long.
Randy	So I should just smooth it out with hammer and dolly?
Mike	That's right. Then apply plastic filler.

QUESTIONS

1. How should Randy straighten this dent?
2. What will happen if Randy picks and files?
3. What's Randy doing in the picture?



DIALOG 7

Randy What should I do with this dent, Mike?

Mike (He feels the dent.) Better hammer-off-dolly here. You can hammer-on-dolly here.

Randy After I bring it up, should I pick and file?

Mike No. That takes too long. We can't afford it.

Randy Should I just apply filler and cut it smooth?

Mike Yeah, that's right. Unless the customer asks for a quality job.

QUESTIONS

1. What's a quality job?
2. Why does Mike tell Randy not to pick and file?
3. What's Randy doing in this picture?

DIALOG 3

Randy No filler on this job, Mike?

Mike No. Just pick and file.

Randy Should I bring up this section with hammer and dolly?

Mike Right. Hammer-off-dolly here.

Randy Then do I hammer-on-dolly?

Mike Yes, and finish it off by picking and filing.

QUESTIONS

1. What is Randy doing in this picture?
2. How did Randy straighten this dent?

DIALOG 1

Randy What about this dent, Mike? What method should I use?

Mike Let me feel it--- okay. You should hammer-off-dolly here. That way you'll bring up this low spot and at the same time bring down this high spot.

Randy I should hammer pretty slowly at first, right?

Mike That's right. Just make sure you don't turn the low spot into a high spot.

QUESTIONS

1. What is the hammer-off-dolly method used for?

2. When you hammer-off-dolly, and you bring up a low spot in the place you're holding the dolly, what happens to the place you're hammering?

DIALOG 5

Randy On this small dent, Mike-- should I hammer-on-dolly?

Mike Yeah. Looks like. If you hammer-off-dolly you might bring down the place you're hammering.

Randy Could I use the pick hammer on the smallest place, right here?

Mike Yeah, that's probably best. Then after you've picked it up, just file it smooth.

Randy Which file should I use-- the speed file or the Vixen?

Mike Use the Vixen file for metal surfaces. Don't forget to cross-file.

QUESTIONS

1. What's the hammer-on-dolly method used for?
2. When you hammer-on-dolly, what might happen if you hammer too hard and too long?
3. When do you use the speed file?
4. Should you hammer-on-dolly here? (Teacher shows dent.)
5. Which hammer should you use with the dolly?

DIALOG

Randy Would you use the pick hammer or the hammer and dolly here?

Mike Well, this is a pretty big dent. Better use the hammer and dolly. It would take a long time to pick it up.

Randy What hammer and dolly method should I use?

Mike Well, first you would hammer-off-dolly to raise this low spot and lower this ridge. Then you could hammer-on-dolly to raise the rest.

Randy Okay. I'll get started.

Mike I'll be back in a couple minutes to see how you're doing.

QUESTIONS

1. What is the pick hammer used for?
2. Which takes longer: smoothening by picking and filing or by using hammer and dolly?
3. What hammer and dolly method should you use here? (Teacher shows dent.)
4. Would you use the pick hammer or hammer and dolly here? (Teacher shows dent.)

REVIEW EXERCISES

1. Ask another student how to | hammer-off-dolly. / hammer-on-dolly. |

2. Ask your teacher where you | hammer-on-dolly. / hammer-off-dolly. |

3. Ask your teacher or another student when you use the

| speed file. / Vixen file. / pick hammer. / finishing hammer. / dolly. |

4. Ask another student or your teacher how to bring up a dent on the practice fender.

5. Ask your teacher or another student which | method / tools | you should use to smooth out a dented fender.

(Trl)

UNIT XVII

OPENING A CHECKING ACCOUNT

PREVIEW

In this unit, you will practice:

1. asking and answering questions about checking accounts: whether or not checks are free, whether or not you can get overdraft protection, etc.

2. asking what the minimum initial deposit is.

3. talking with the assistant manager at the bank about opening a checking account.

22

OPENING A CHECKING ACCOUNT

DIALOG 1

Randy is opening a checking account at Tamarind City Bank. He is talking to the assistant manager.

Randy	I'd like to open a checking account.
Asst. Manager	All right, sir. Sign your name here.
Randy	Should I fill out this side?
Asst. Manager	Yes, please. Fill out all these items.
Randy	Do you have free checking accounts?
Asst. Manager	Yes, sir. Unless you want deluxe checks.
Randy	How about overdraft protection?
Asst. Manager	We'll call you the first time only.

QUESTIONS

1. Do you have a checking account? What did you do when you opened the account? What kind of checks do you have?
2. What is Randy doing?

SIGNATURE CARD

TYPE OR PRINT NAME OF ACCOUNT - SURNAME FIRST	ACCOUNT NO

☐ SINGLE ☐ JOINT ☐ CHECKING ☐ SAVINGS

(1) Mr / Mrs / Miss / Ms _____ Signature _____ Social Security No

(2) Mr / Mrs / Miss / Ms _____ Signature _____ Social Security No

Mailing Address _____

_____

CITY STATE ZIP CODE

Signature Card

TAMARIND CITY BANK Date _____

Employer	Position	Phone
1 _____	_____	Bus _____ Home _____
2 _____	_____	Bus _____ Home _____

Mother's Maiden Name	Mother's Birthplace
1 _____	_____
2 _____	_____

Former Bank

1 _____

2 _____

Initial Deposit $ _____

DIALOG 2

Randy and Nancy are opening a joint checking account at Tamarind City Bank. They are talking to the assistant manager.

Randy	We'd like to open a joint checking account.
Asst. Manager	Fine. Sign your names here, please.
Nancy	Should we fill out this side?
Asst. Manager	Yes, please. Fill out all items for each of you.
Randy	Why do you want "mother's maiden name"?
Asst. Manager	To identify you on the telephone.
Nancy	Do you charge for checks?
Asst. Manager	No. Our checks are free.

QUESTIONS

1. What do Randy and Nancy want to do?
2. Why does the bank need your mother's maiden name?
3. How much do you pay for checks?

DIALOG A

Randy	We'd like to open a joint checking account.
Asst. Manager	All right. Could you each sign this card as you normally sign your name on checks?
Nancy	Is it okay if I sign the top line?
Asst. Manager	Certainly. We don't discriminate against wives here.
	(Randy and Nancy both sign the card.)
Randy	Should we fill out all the items on this side of the card? We already filled one out for our savings account.
Asst. Manager	We need one card for each account, sir. That way we're sure we have all the information we need in each file.
Nancy	Do you have free checking accounts, or is there a monthly charge?
Asst. Manager	Our basic checks are free. If you want deluxe checks, with your telephone number, we have several different styles to choose from.
Randy	We'll take the basic checks.

QUESTIONS

1. Tell the class about your checking account.
2. Have you ever bounced a check? If so, what happened?

DIALOG 4

Asst. Manager	Okay. Now how much do you want to make your first deposit?
Randy	Fifty dollars.
Asst. Manager	I'm sorry. We require a minimum initial deposit of $100.
Nancy	That's okay. I have some extra travelers checks.
Randy	Do you have overdraft protection?
Asst. Manager	Yes sir. We'll call you if you have an overdraft-- before we send the check back. But try not to overdraw your account.
Randy	Yes. We'll be very careful.
Asst. Manager	Okay then, you'll receive your checks in the mail in about a week.

REVIEW EXERCISES

Act out the following situation:

1.

Student A	You are the Asst. Manager of Tamarind City Bank. B comes in to open a checking account.
Student B	You have just come in to open a checking account. You are talking to A.

(Trl)

UNIT XVIII

GOING TO THE DOCTOR

PREVIEW

In this unit, you will practice:

1. making an appointment with a doctor.
2. talking to the receptionist at the clinic about filling out clinic forms.
3. talking to the doctor about your sickness.
4. talking about bringing children to the doctor for a checkup.

28

MAKING AN APPOINTMENT WITH THE DOCTOR

DIALOG 1

Randy is calling to make an appointment. He is talking to the doctor's receptionist. He has a sore throat and a cough.

Receptionist	Hello. Makai Outpatient Clinic.
Randy	Hello. I have a bad cold. Could I see a doctor today?
Receptionist	Certainly. You could come in this morning at eleven o'clock (11:00).
Randy	That sounds good.
Receptionist	What's the name, please?
Randy	Randy Lee.
Receptionist	Have you visited the clinic before?
Randy	No. I just came to town last month.
Receptionist	Okay, Mr. Lee. We'll see you at 11:00.

QUESTIONS

1. When did you go to the doctor last? What was wrong?
2. What's wrong with Randy?

DIALOG 2

Receptionist	Good morning. Makai Outpatient Clinic.
Randy	Hello. I have a bad sore throat and a cough. Could I come in today?
Receptionist	Yes. I think we can fit you in at 11:00.
Randy	Could I come in earlier?
Receptionist	I'm sorry. We don't have any openings earlier.
Randy	Okay. I'll be there at 11:00.
Receptionist	Could I have your name, please.
Randy	Randy Lee.
Receptionist	Okay, Mr. Lee. We'll see you at 11:00.

DIALOG 3

Receptionist	Hello. Makai Outpatient Clinic.
Randy	Hello. I have a bad sore throat and a fever. I'd like to see a doctor today.
Receptionist	All right, sir. We can take you at 11:00 this morning.
Randy	That's fine.
Receptionist	Could you give me your name and clinic card number?
Randy	My name is Randy Lee, but I just moved to town. I've never been to the clinic.
Receptionist	That's okay, Mr. Lee. We'll have you register with us when you come in.

DIALOG 4

Randy is calling the clinic to make an appointment for a checkup for his children.

Receptionist	Good morning. Makai Outpatient Clinic.
Randy	Good morning. I'd like to make an appointment for a checkup for my children.
Receptionist	Okay. When do you want to bring them in?
Randy	Well, could we come on Saturday?
Receptionist	Yes, I think we can take you next Saturday, (give date). What's the name?
Randy	My name is Randy Lee. My son's name is Terry. My daughter is Cindy.
Receptionist	Have you visited the clinic before, Mr. Lee?
Randy	No. We just moved to town several weeks ago.
Receptionist	Okay. We'd like you to fill out some forms when you come in, Could you have your old docto send your children's medical history to us?
Randy	Certainly. I'll write him today.

QUESTIONS

1. Have you gone to the doctor for a cold? What happened?
2. Have you registered with a clinic? Which one? How do you like your clinic?

GOING TO THE CLINIC

DIALOG 5

Randy is talking to the receptionist at the clinic. He's telling her about his cold. She's telling him to fill out a form.

Randy — Hello. I'm Randy Lee. I have an appointment for 11:00.

Receptionist — Hello Mr. Lee. Could you fill out this card, please?

Randy — Okay. Should I fill out everything?

Receptionist — Yes, and write the reason for your visit here.

Name _____ Sex _____

Address _____
Street City State Zip

Social Security Number _____

Reason for Visit: _____

Randy — I have a sore throat, cough, and headache.

Receptionist — Okay. Write that after "Reason for Visit" on the card.

QUESTIONS

1. What is Randy going to do?
2. What does the nurse want Randy to do?

DIALOG 6

Randy	Hello. I have an appointment for 11:00. The name's Randy Lee.
Receptionist	Okay. Mr. Lee. Could you fill out these medical history and financial forms for us, please?
Randy	Okay. Should I bring them back to you when I'm finished?
Receptionist	Yes. The doctor will be ready to see you in about fifteen or twenty minutes.
	(Randy fills out forms and brings them back to receptionist. She sends him in to wait for the doctor.)
Nurse	Have a seat and I'll take your temperature.
Randy	I took some aspirin about an hour ago.
Nurse	Well, we'll check to see what it is now.

QUESTIONS

1. Did you ever take your child in for a checkup. What did they check?
2. When did you have your last checkup?

TALKING TO THE DOCTOR

DIALOG 7

Randy is waiting in the doctor's office. The doctor comes in. Randy tells him what's wrong.

Doctor Hello, Mr. Lee. You have a sore throat and a headache.

Randy Yes, and I cough a lot at night.

Doctor Let me take a look. Open wide.

Randy How is it?

Doctor It looks pretty raw. Let me check your heartbeat. Breathe deep.

Randy Like this?

Doctor That's fine. How long have you had this cold?

Randy About two days.

Doctor Okay. I want you to take aspirin, get plenty of rest, and drink lots of juices. Come back in three days and I'll check you again.

DIALOG 8

Randy has just brought Terry and Cindy in for their checkup.

Randy	I'm Mr. Lee. I brought my children in for a checkup.
Receptionist	Okay. Do you have an appointment?
Randy	Yes, for 10:30.
Receptionist	Okay, Mr. Lee. Have a seat and we'll call you.
	(15 minutes later)
Receptionist	Terry and Cindy Lee-- room 8.
Randy	Come on kids. Let's go.
	(They go into room 8.)
Nurse	Okay, Mr. Lee. First we'll weigh them and then we'll measure their height and take their temperature.
Randy	Cindy, Terry-- go with the nurse.
	(The children return and the doctor comes in.)
Doctor	(To Terry) Okay, young man. Breathe deep. Let me hear your ticker. Now open wide. Let's see that throat. Looks good. Let me take a look in those ears now. Hm. I can see right through. Now I'm going to tap on your knee to check your reflexes. Looks okay. Got a lot of kick. Now we'll strap this on your arm. This is for checking blood pressure. Now it's your turn, young lady. We'll do it just like your brother.

REVIEW EXERCISES

Act out the following situations.

1.

Student A — You call for a doctor's appointment. You have a | pain in your stomach. / pain in your chest. / bad headache. / bad backache. |

Student B — You are the receptionist at Makai Outpatient Clinic.

2.

Student A — You have a cold. You are in the doctor's office.

Student B — You are the doctor. You are examining A.

3.

Student A — You injured your eyes at work by watching arc welding without a shield. You are talking to the doctor. Ask him if he has any free samples of eye drops or if you have to buy his prescription.

Student B — You are an eye doctor. A has come to your with a slight burn from watching arc welding. You ask him how long he watched, tell him to sit in your chair, look in each eye, and give him a prescription for eye drops.

(Trl)

UNIT XIX

BUILDING SHELVES

PREVIEW

In this unit, you will practice:

1. measuring and talking about measuring again.

2. talking about building shelves. You will talk about brackets, stringers, drills and drill bits, screws, shelving, etc.

3. asking questions about building shelves with question words you have used before (which, what size, etc.)

BUILDING SHELVES

[DIALOG 1]

Randy and Nancy want to build shelves in their living room. They are measuring the length of the room. They are also measuring to see how high they want the shelves on the wall.

Randy Help me measure, okay?

Nancy Okay. You want the length of the wall first?

Randy Yes. Hold the end of the tape in the corner.

Nancy How long is it?

Randy Let's see. Eight feet.

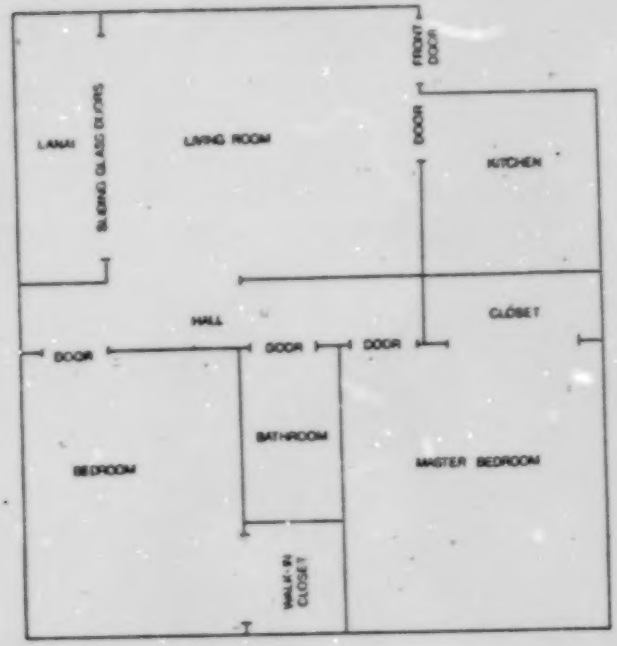
Nancy Let's put the shelves at four, five, and six feet.

Randy Okay. You hold the end of the tape on the floor, and I'll mark the wall.

QUESTIONS

1. What are Randy and Nancy doing in the picture?
2. What do they want to do?
3. How high will the shelves be?

SCALE DRAWING OF APARTMENT



SCALE 1/4" 1'

XIX

134

DIALOG 2

Randy Hold the end of the tape measure for me, okay?

Nancy Okay. Are you going to put them in the middle of the room?

Randy Yeah. I bought eight-foot one by eight spruce. Let's see, the wall is exactly eight feet long.

Nancy Oh. That'll fit perfectly.

Randy Right, and I want three brackets for each shelf, so that'll be one six inches from either end and one in the middle.

Nancy Here. I'll help you measure.

QUESTIONS

1. Have you ever built shelves? How did you do it?
2. If you have never built shelves, how would you do it? What could you do first? Next?

DIALOG 3

Randy Give me the drill, Nancy.

Nancy Okay. Which bit do you want?

Randy Give me the three thirty-second (3/32).

Nancy Here. Do you want the screws?

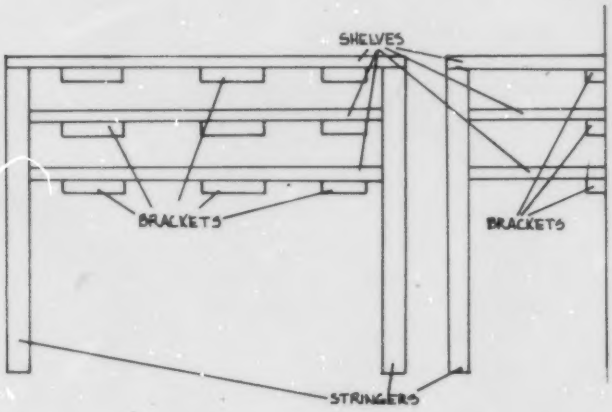
Randy Not yet. I'll drill first.

Nancy Are you drilling for the brackets first?

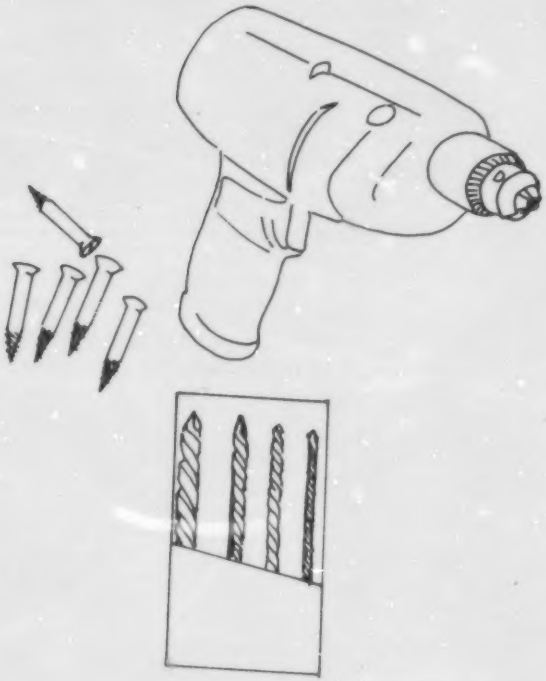
Randy Yes. They're these 8 by 2 stringers.

Nancy Will those two by twos be the supports, too?

Randy That's right.



DRILL, BITS, AND SCREWS



DIALOG 4

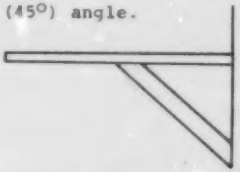
Randy Let me have the drill, Nancy.

Nancy Here. What size bit do you want?

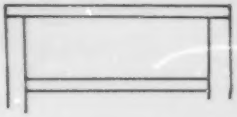
Randy Let's see, the screws are about 1/8 of an inch. Give me the 3/32 inch bit.

Nancy What are you using for brackets?

Randy These two by twos. I'm going to cut them to fit at a forty five degree (45°) angle.



Nancy You could just use the two by twos for vertical stringe



Randy But the bracket method will be just as strong and a lot easier.

REVIEW EXERCISES

Act out the following situations.

1.

Student A — You want to build some shelves. B is your helper.

Student B — You are helping A build some shelves.

Example: (Fill in the blanks.)

A Help me _____.

B Okay, do you want _____?

A Yes. Hold the _____.

B Are you going to _____?

2.

Student A — You are Randy. You and Nancy are building shelves. You have the lumber already. (1 by 8 shelving) You have an idea how to make brackets, but you have not decided yet. Tell Nancy your ideas.

Student B — You are Nancy. You are helping Randy. You think of other ways to do the job. Tell Randy your ideas.

(Trl)

UNIT XX

HOW TO USE THE DISC GRINDER

PREVIEW

In this unit, you will practice:

1. talking about how to use the disc grinder: what angle to cut, which grinder to use, what grit disc to use, etc.

2. asking questions about the use of the disc grinder.

15

HOW TO USE THE DISC GRINDER

DIALOG 1

Randy is asking Mike about the disc grinder. He wants to know about different grits. He also wants to know about electric and air grinders.

Randy What grit do I use to remove rust?

Mike 16 or 24-- use the coarse grits.

Randy What do I use for smoothening metal?

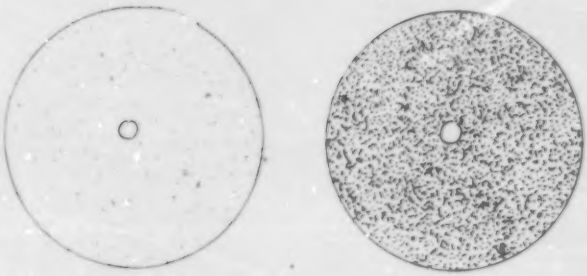
Mike 36 or 40 grit-- you mean for a quality job?

Randy Yeah-- after picking and filing.

Mike Right. We usually use 36 grit for smoothing.

QUESTIONS

1. What grit do you use for removing rust?
2. What grit do you use for smoothing metal?



DIALOG 2

Randy Eh Mike, you guys usually use 16 grit paper on the air grinder for rough cutting?

Mike Yeah. 16 or 24 for removing paint and rust. If it's a big area, you can use the electric grinder. It's a lot faster.

Randy What about smoothing out the metal after picking and filing?

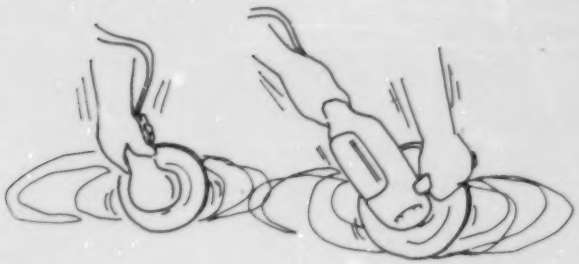
Mike We usually use 36 grit paper on the electric sander.

Randy You guys do much picking and filing?

Mike Not much. Only for a real high-priced quality job.

QUESTIONS

1. What type of grinder do you think Randy will use most? Why?
2. Why would you use the electric grinder rather than the air grinder?

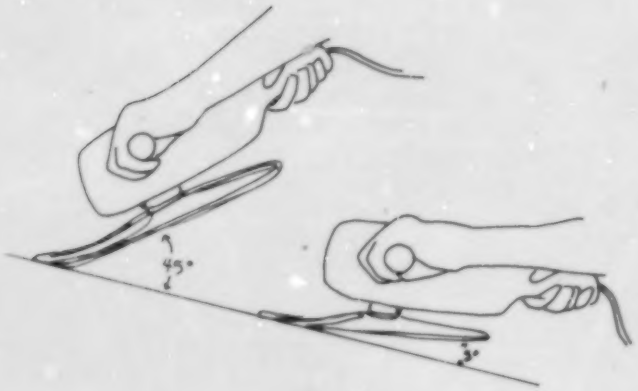


DIALOG 1

Randy	When do I use the electric grinder?
Mike	For big jobs. The R.P.M. is much faster.
Randy	What is the R.P.M. on the electric?
Mike	About 5,000. The air grinder is about 2,500.
Randy	What angle should I hold the grinder?
Mike	That depends-- for rough cutting, about 45° (forty five degrees).
Randy	What about smoothening?
Mike	Only about 5°-- not too steep.

QUESTIONS

1. What is a steep angle?
2. What is the R.P.M. of a disc grinder?
3. When do you use the electric grinder?



DIALOG 4

Randy Mike, what angle do you usually hold the grinder, pretty steep or flat?

Mike That depends on what you're doing.

Randy You mean whether you're removing rust or smoothening?

Mike Right. If you're taking off rust, you can cut at a steep angle. If you're smoothening metal, you should be sanding pretty flat.

Randy You actually save on discs if you cut at a steep angle, right?

Mike Yeah. You can just trim the edge of the disc as it gets used up.

REVIEW EXERCISES

1. Ask another student or your instructor:

when you use the electric grinder.
what angle to hold the grinder.
how to smoothen metal.
how to remove rust.

2. Ask your teacher | what grit disc to use for | | which grinder to use for |

fine sanding metal.
removing rust.
a large rusty area.
a small area.

(Tri)

UNIT XXI

GETTING THE CAR FIXED

PREVIEW

In this unit, you will practice:

1. talking about automobile engine problems.
2. using the special vocabulary of basic auto mechanics: plugs, points, condenser, rotor, distributor, carburetor, timing light, etc.
3. making an appointment for a tune-up.

CAR TROUBLE

DIALOG 1

Randy and Nancy are having trouble with their car. It's running very rough. It also starts hard in the morning. Sometimes it takes two minutes to start.

Nancy That stupid car! I couldn't start it today.

Randy We'll have to get a tune-up.

Nancy Can't you tune it up yourself?

Randy I could, but I don't have a timing light.

Nancy Where are you going to take it?

Randy To Maika Service. There's a good mechanic there.

QUESTIONS

1. What's wrong with the car?

2. Why can't Randy tune up the car himself?

DIALOG 2

Nancy That car wouldn't start for two minutes this morning.

Randy Yeah, I've been having trouble starting it, too.

Nancy Can you fix it yourself?

Randy I don't know. Probably not. I think it needs a tune-up.

Nancy But you've worked on the car before. Why can't you tune it up?

Randy I'd need special tools-- a timing light, a point gap gauge, socket wrenches.

Nancy But where's a good place to get a tune-up?

Randy Mike takes his car to Mauka Service. He says they do good work.

QUESTIONS

1. Where do you take your car for a tune-up? Any problems?
2. What else do you think might be wrong or go wrong with Randy's car?

DIALOG I

Station Attendant	Mauka Service.
Randy	Hello, I need a tune-up. When should I come in?
Attendant	How about tomorrow at 8:00?
Randy	That's okay. How much will it be?
Attendant	What year and make is your car?
Randy	It's a '69 Toyota.
Attendant	That'll be about $45 for parts and labor.

QUESTIONS

1. Did you ever get a tune-up for your car. How much did it cost?
2. What year and make is your car?

DIALOG 4

Station Attendant	Mauka Service.
Randy	I need a tune-up for my '69 Toyota. When can I bring it in?
Attendant	We've got all the service jobs we can handle today. How about tomorrow?
Randy	Okay. Should I bring it in in the morning?
Attendant	Yeah, about eight o'clock. We'll have it for you in the afternoon.
Randy	How much do you charge for the tune-up?
Attendant	Parts and labor usually come to about $45.

QUESTIONS

1. What's the advantage of taking your car to a neighborhood service station for gas and repairs?

TAKING THE CAR IN FOR REPAIRS

DIALOG 5

It is 8:00 a.m. Randy is at Mauka Service. He is talking to the mechanic about his Toyota.

Randy	Hello. I brought my Toyota in for a tune-up.
Mechanic	Okay. What's the name?
Randy	Randy Lee.
Mechanic	What kind of problems are you having?
Randy	It starts hard and runs really rough.
Mechanic	Okay. The tune-up will take care of that.
Randy	What time should I pick it up?
Mechanic	About four (4:00) or four-thirty (4:30).

QUESTIONS

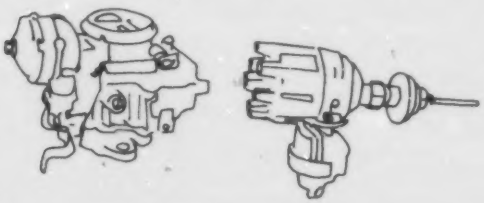
1. What's wrong with Randy's car?
2. What is Randy doing in the picture?

DIALOG 6

Randy	Hello. I had an appointment for a tune-up at 8:00 this morning. My name's Lee.
Mechanic	Okay. That's a '69 Toyota?
Randy	Right. We've been having a lot of trouble starting it lately and it runs really rough.
Mechanic	Okay. We'll change the plugs, points, condenser, and rotor, set the timing, and adjust the carburetor and distributor for $45.
Randy	If it needs anything else, give me a call at 277-5406.
Mechanic	Right. We'll probably have it finished by 4:00, but you should call to check.
Randy	Okay, thanks.

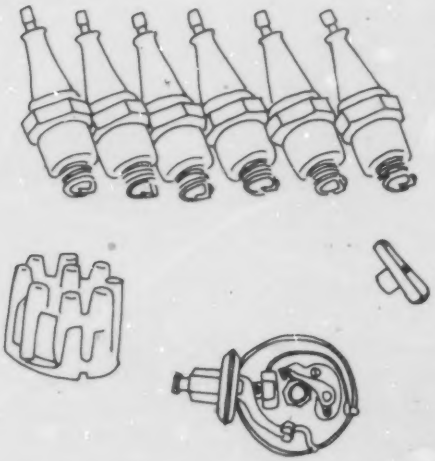
QUESTIONS

1. What parts of your engine does the mechanic replace in a regular tune-up?
2. What other parts might need replacing?



DIALOG 7

Randy	Do you replace all the ignition parts?
Mechanic	Plugs, points, condenser, and rotor.
Randy	What about the distributor cap?
Mechanic	Only if it's no good.
Randy	I think the distributor wires are shot.
Mechanic	We'll check them.
Randy	Call me at 277-5406 if there's any other problem.



DIALOG 8

Randy Howzit. I brought my car in for a tune-up.

Mechanic Right. Leave it over there with the key in the ignition. Anything else you want us to do?

Randy Well, it's been running really rough-- real hard starting.

Mechanic The tune-up should take care of that, but you may need plug wires or a distributor cap.

Randy Okay. If there's anything extra, how about calling me at 277-5406?

Mechanic Okay. Sure will.

Randy How much do you charge for oil and lube?

Mechanic About fifteen bucks. You want an oil change and a lube job?

Randy Nah, I guess I'll wait a while.

QUESTIONS

1. How often should you have your car tuned up?
2. How often should you have your oil changed?

REVIEW EXERCISES

Act out the following situations.

1.

Student A — You are Randy. You have something wrong with your car, but you are not sure exactly what. You call a repair shop for advice.

Student B — You are a mechanic at the repair shop Randy calls. You give him advice.
(Ask teacher for cards.)

2.

Student A — You are Randy. Your

brakes are grabbing.
clutch is slipping.
tires are no good.
tires need balancing.
radiator leaks.
water pump is broken.

Student B — You are the mechanic. You'll

adjust the brakes.
replace the clutch.
sell A new tires.
balance the wheels.
plug the leak.
replace the water pump.

3.

Student A — You are telling the mechanic what's wrong with your car.

Student B — You are the mechanic. You ask A questions about the car, like: Does it stall? Does it start hard? Does it run real rough? Do the brakes pull one way or the other?

(Tri)

UNIT XXII

GOING TO THE POST OFFICE

PREVIEW

In this unit, you will practice:

1. talking with a postal clerk about many different things: buying stamps, mailing a package, buying a money order, insuring your packages, etc.

2. talking with your instructor about extra services offered by your post office.

GOING TO THE POST OFFICE

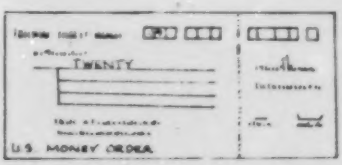
DIALOG I

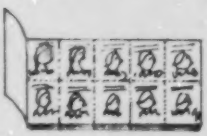
Randy is at the Tamarind City Post Office. He is talking to the clerk. He wants to buy a book of stamps and a money order. He also wants to send a package to his brother.

Postal Clerk	Next.
Randy	I need two books of 13 cent stamps.
Clerk	That's $5.98. Anything else?
Randy	Yes. I'd like a money order for $100.
Clerk	Okay. That'll be one hundred dollars and ninety cents.
Randy	Why the extra ninety cents?
Clerk	That's the price of the money order.
Randy	Okay. That's one oh six eighty-eight ($106.88) in all. Here you are.
Clerk	Thank you. Next.

QUESTIONS

1. How much is one book of 13 cent stamps?
2. How much is a hundred dollar money order?
3. Why did Randy go to the Post Office?



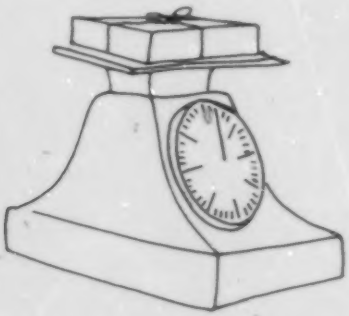


DIALOG 2

Postal Clerk	Next.
Randy	I need two books of 13 cent stamps and a money order. Also, I want to send this package First Class.
Clerk	Okay, two books of stamps-- that's $5.98. (Weighs package.) The package is $3.34.
Randy	How much is the charge per pound to send packages First Class?
Clerk	It's $1.67 a pound, and for large packages, we call it Air Parcel Post. First Class is just for letters and small packages up to 13 ounces.
Randy	Okay. Now I've got it straight. Thanks a lot.
Clerk	You're welcome. Next.

QUESTIONS

1. How much does the package weigh?
2. How do you send packages-- Parcel Post or Priority Mail?



Postal Information

Money Order (rates subject to change)

1. You must pay cash for money orders. No checks.
2. You can cash money orders at any post office or bank.
3. Money orders are insured, but you must keep your receipt.
4. You buy money orders from a post office. You mail them yourself, just like a check.
5. Rates:

up to $10	$.50
$10 - $50	$.70
$51 - $300	$.90

Certified Mail (rates subject to change)

1. Use Certified Mail for proof of mailing and delivery within the U.S.A.
2. Certified Mail costs $.60 extra.
3. You can get a return receipt for $.25 extra. The return receipt gives you proof of delivery.
4. A photostat copy of your letter is attached to the certified mailing receipt.

Registered Mail (rates subject to change)

1. Use Registered Mail for certain delivery of checks or property deeds. Registered Mail is especially good for sending such things to other countries.
2. Registered Mail is signed for at each transfer point.
3. Registered Mail costs $2.10 extra.

Types of Mail

	Letters	Packages
Air (expensive, fast)	First Class	Air Parcel Post (Priority Mail)
Surface (cheap, slow)	Third Class	Parcel Post

DIALOG 3

Randy I'd like to send this package to Los Angeles.

Clerk How would you like to send it?

Randy How much would it be by air?

Clerk Let's see-- (weighs package) Priority Mail would cost you $3.34.

Randy I want to insure it, too.

Clerk For how much?

Randy One hundred twenty-five dollars. ($125.00)

Clerk That'll be $1.00 extra.

DIALOG 4

Randy I need a money order for $75 and I want to send this package to the Mainland.

Clerk Okay-- the money order is $.90. (90¢, ninety cents) How did you want to send the package?

Randy Pardon me?

Clerk What class did you wish to send the package?

Randy Oh-- how much is Air Parcel Post per pound?

Clerk $1.67 for the first pound, and 80 cents a pound for each additional pound.

Randy Okay. Send it Air Parcel Post. How much extra would Certified Mail be?

Clerk It'll cost you $.60 extra.

Randy Okay. Send it Certified.

REVIEW EXERCISES

1. Ask | another student / your teacher | what | a return receipt / certified mail / registered mail / special delivery / special handling | is.

2. You want to know how much it will cost you to send a package to someone in your home country. Ask your instructor.

3. You want to know the difference between Certified and Registered Mail. Ask your instructor.

(Trl)

UNIT XXIII

EMERGENCY!

PREVIEW

In this unit, you will practice:

1. calling the 911 (emergency) operator and telling her/him quickly the nature of the emergency.

2. talking about emergencies that have happened to you.

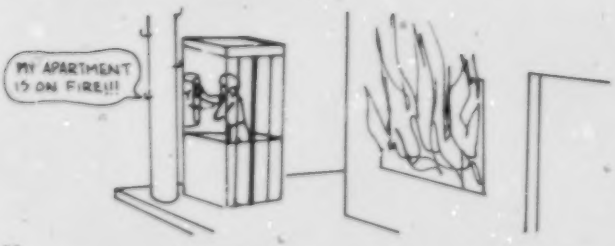
DIALOG I

Randy's apartment is on fire. He has run to a telephone booth across the street. He is calling the emergency number--911.

911 Operator	Emergency.
Randy	My apartment is on fire!
911 Operator	I'll give you the Fire Department.
Dispatcher	Fire Department.
Randy	My apartment is burning!
Dispatcher	What's the address?
Randy	1221 Makai Drive, Apartment 212. Hurry!
Dispatcher	The engines are coming. What's your name?
Randy	Randy Lee. I have to go back now.
Dispatcher	Do not go into the apartment, sir. Wait outside.
Randy	Okay. Thank you.

QUESTIONS

1. What do 911 operators say when they answer the phone?
2. What is Randy doing in the picture?
3. What should Randy do? What should he not do?



DIALOG 2

911 Operator	Emergency.
Randy	My apartment is on fire!
	(The 911 operator switches Randy to the Fire Department.)
Dispatcher	Fire Department.
Randy	My apartment is on fire!
Dispatcher	What's the address?
Randy	1221 Makai Drive, Apartment 212. Hurry!
Dispatcher	Okay. The engines are on their way. What part of the apartment is burning?
Randy	The fire started in the kitchen, but it's spread to the living room.
Dispatcher	Could you please spell out your name for me?
Randy	Okay. R-a-n-d-y L-e-e. Randy Lee. Please hurry. The fire is spreading. I have to try to save some of our things.
Dispatcher	Sir. Do not go back into the apartment. You could be very badly hurt.

QUESTIONS

1. What number should you call in an emergency?
2. Did you ever have a fire at your place? At a friend's or relative's? What happened?

DIALOG 3

Randy was just in a car accident. A man bumped into his car. The man was hurt badly. Randy is calling 911.

911 Operator	Emergency.
Randy	This guy smashed into me! He's badly hurt!
911 Operator	I'll give you the Police.
Police Dispatcher	Police.
Randy	A guy tailended me. He's hurt bad!
Dispatcher	Where was the accident?
Randy	At Tamarind and Makai.
Dispatcher	Okay. The ambulance and patrolman are on their way. What's your name, sir?
Randy	Randy Lee.
Dispatcher	Okay, Mr. Lee. Please stay right there until the policemen arrive.

QUESTIONS

1. What happened to Randy?
2. What does the dispatcher want Randy to do?
3. What happened to the other guy? Where is he?

DIALOG 4

911 Operator	Emergency.
Randy	Send an ambulance to Tamarind and Makai immediately! There's been an auto accident.
911 Operator	Hold on, sir. I'll connect you to the Police.
Police Dispatcher	Police.
Randy	There's been a bad accident at Tamarind and Makai. Send an ambulance right now!
Dispatcher	Okay, sir. The ambulance and squad cars are on their way. Could I have your name?
Randy	Yes. Randy Lee.
Dispatcher	How many cars were involved?
Randy	Just two. Mine and the guy that hit me.
Dispatcher	How many people were hurt?
Randy	Only one person was hurt badly. The rest of us have a few bruises and cuts.
Dispatcher	Okay, Mr. Lee. Please wait right there. The ambulance and patrolmen should be there in a minute or two.

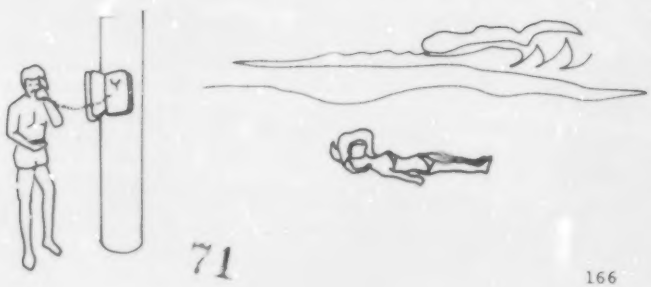
DIALOG 5

Nancy's friend swallowed too much water. The lifeguard is giving her mouth to mouth. Randy is calling 911.

911 Operator	Emergency!
Randy	Send an ambulance to Dolphin Fin Beach.
911 Operator	I'll give you the Police.
Dispatcher	Police.
Randy	My wife's friend drowned at Dolphin Fin Beach.
Dispatcher	Okay. An ambulance is coming. A policeman will be there soon.
Randy	The lifeguard is giving her mouth to mouth.
Dispatcher	Good. What's your name?
Randy	Randy Lee.
Dispatcher	Okay, Mr. Lee. Stay right there until the officer comes.

QUESTIONS

1. What happened to Nancy's friend?
2. What is the lifeguard doing?



DIALOG 6

Randy's friend was knocked unconscious while swimming in the high surf on the north shore of the island. He swallowed a lot of water and he's not breathing. Randy ran to a telephone by the road and called 911.

911 Operator	Emergency.
Randy	I need an ambulance.
911 Operator	Hold on. I'll connect you.
Dispatcher	Police.
Randy	My friend drowned at Dolphin Fin Beach. We're trying mouth to mouth.
Dispatcher	Okay. A patrolman will be there in a couple minutes, and the ambulance is on its way. Don't stop the mouth to mouth until the ambulance comes. What's your name?
Randy	Randy Lee.
Dispatcher	Okay, Mr. Lee. Be sure to stay there until the officer arrives.

REVIEW EXERCISES

Act out the following situation.

1.

Student A — Your friend is caught in a rip current outside the surf at Waimea Beach. You call 911.

Student B (Trl) — You are the 911 operator.

UNIT XXIV

APPLYING AND CUTTING PLASTIC FILLER

PREVIEW

In this unit, you will practice:

1. asking and answering questions about working with plastic filler.

APPLYING AND CUTTING PLASTIC FILLER

DIALOG 1

Randy is finished grinding. Now he's going to apply plastic filler. He is asking Mike about mixing, applying, and cutting the filler.

Randy	Mike, how do you mix filler?
Mike	Knead in the hardener. Don't mix in circles.
Randy	But how much hardener should I use?
Mike	Squeeze out a small ribbon.
Randy	I shouldn't use too much, right?
Mike	That's right, but the filler should change color.
Randy	I shouldn't leave any streaks, right?
Mike	Yeah. Knead it until all the streaks are gone.

QUESTIONS

1. How much hardener should you use?
2. How do you mix the hardener and the filler?

DIALOG 2

Randy When should I cut the filler?

Mike When it's just beginning to harden.

Randy How do I check it?

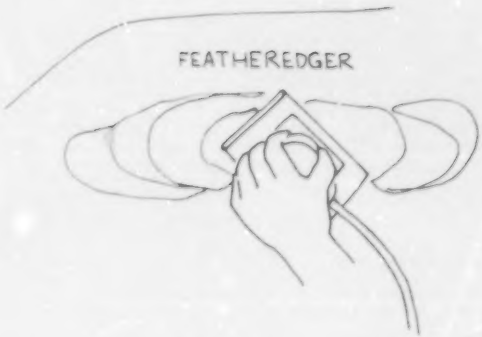
Mike With your fingers. If it doesn't stick, you can cut.

Randy How do you smooth the filler?

Mike We use the featheredger mostly. Sometimes the sanding block.

QUESTIONS

1. When should you cut the filler?
2. When can you cut the filler?
3. How do you check the filler?
4. How do you smooth filler?



75

DIALOG 3

Randy is asking Mike some of the finer points about applying and cutting filler.

Randy How much hardener do you use, Mike?

Mike Just enough so the filler changes color. It's a matter of experience. The more you try, the better you get.

Randy How long should I mix the stuff?

Mike Just until all the streaks are gone. Knead it, though. Don't mix in circles.

Randy How long should I wait before cutting it?

Mike That depends on how fast it hardens. You have to test it to see.

QUESTIONS

1. What is the main thing you need to be good at working with plastic filler?
2. What's the correct way to mix filler and hardener?
3. How long should you mix the filler and the hardener?
4. How long should you wait before cutting the filler?

DIALOG 4

Randy So the main thing I need is experience, right?

Mike Right. Plastic filler is a little tricky to work with. There are no strict formulas.

Randy What do you guys use to smooth filler, the sanding block or the featheredger?

Mike We usually use the featheredger, except for real small areas. But always sand crosswise.

Randy Yeah. I always do. Work from the outside in, right?

Mike You got it.

REVIEW EXERCISES

1. Ask another student or your teacher:

how you cut plastic filler.
how you mix plastic filler.
how much hardener you should use.
how you mix filler.
when you should cut the filler.

2. You have an area to fill around a door latch. There are lots of curves. Ask your teacher how to apply and cut the filler.

3. Ask your teacher or another student how to use the featheredger: how to attach the sandpaper, what grit to use, and what sanding motion to use.

(Trl)

UNIT XXV

THE TRAFFIC TICKET

PREVIEW

In this unit, you will practice:

1. talking with a policeman who has just stopped you for a traffic violation.

2. talking with the clerk at the Traffic Violations Bureau about paying your ticket.

3. asking and answering questions about going to court to talk to the judge about your ticket.

THE TRAFFIC TICKET

DIALOG 1

Randy made a mistake when he was driving. He turned right from the middle lane. A policeman saw him and gave him a ticket.

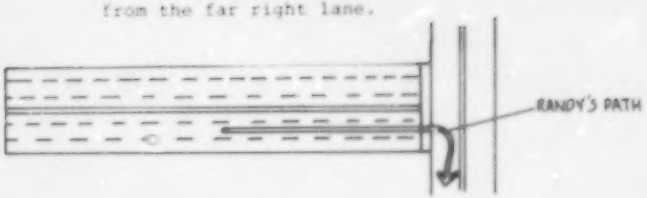
Policeman Let me see your license.

Randy Okay. Here it is.

Policeman Do you know why I stopped you?

Randy No. What did I do wrong?

Policeman You turned from the wrong lane. You have to turn from the far right lane.

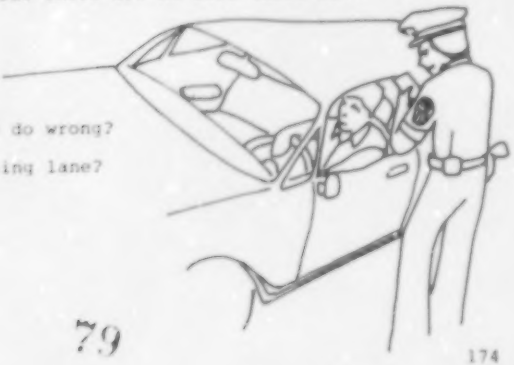


Randy Oh, I thought that was a parking lane.

Policeman Yes, but there are no cars there now.

QUESTIONS

1. What did Randy do wrong?
2. What is a parking lane?



DIALOG 2

Policeman Could I see your license?

Randy Sure. Here it is.

Policeman Are you aware that you made an illegal right turn?

Randy No. Did I? What was wrong?

Policeman You turned from the middle lane instead of the far right lane.

Randy But I thought the right lane was just for parking. There are meters all along the street.

Policeman There are no cars parked in the lane near the corner. You're supposed to turn from as close as possible to the curb.

QUESTIONS

1. Why was Randy confused?

2. You must be careful to obey driving laws. Randy broke the law about turning right from the farthest right lane. Can you think of other driving laws?

THE TRAFFIC VIOLATIONS BUREAU

DIALOG 3

Randy is at the Traffic Violations Bureau. He is talking to the clerk about his ticket.

Randy Here's my ticket. Do I have to go to court?

Clerk Only if you have had other tickets. Could I have your license?

Randy Okay. Here it is.

(Clerk goes to check Randy's record.)

Clerk You don't have any other tickets. Do you want to pay the ticket or go to court?

Randy I'll just pay the ticket.

Clerk Okay. That'll be twenty-six dollars.

PROBLEM SITUATION

You are asking the clerk some questions. Your teacher will be the clerk.

1. Do I have to go to court?
2. What happens if I go to court?
3. Can an interpreter help me in court?
4. What should I plead-- guilty or not guilty?

DIALOG 4

Randy — I got this ticket yesterday. What am I supposed to do?

Clerk — Well, first let me see your license. I have to check your record. If you haven't had any other tickets for six months, you can just pay the fine.

Randy — I haven't had any other tickets that I remember.

Clerk — Well, I'll have to check. (Clerk goes to check records.) Okay. Your record is clear. You may go to the cashier.

(Randy walks to the cashier.)

Cashier — Would you like to just make a payment or would you like to go to court?

Randy — Well, I guess I broke the law. I'll just have to pay the fine. How much is it?

Cashier — That's twenty-six dollars.

Randy — What if I wanted to contest the ticket?

Cashier — Then you'd have to go to court and tell your story to the judge.

Randy — I'll just pay the fine.

PROBLEM SITUATION

Randy decides to go to court. You are Randy. Your teacher is the judge.

REVIEW EXERCISES

Act out the following situations.

1.

Student A — A is a policeman. A stops B for going through a red light. A tells B what he/she did wrong and gives B a ticket.

Student B — B just went through a red light. The light changed from yellow to red just before he went through the intersection. B thought the yellow light would stay on longer.

2.

Student A — A is the clerk in the Traffic Violations Bureau. B comes in with a ticket. A answers B's questions.

Student B — B is talking to the clerk at the Traffic Violations Bureau. B is asking how much the ticket will cost, whether B will have to go to court, what will happen if B pleads guilty or not guilty, etc.

(Trl)

UNIT XXVI

GOING TO THE LIBRARY

PREVIEW

In this unit, you will practice:

1. using the library, checking out books, and borrowing as opposed to buying books.

2. talking with a librarian about borrowing books, finding the books you want in the card catalog, etc.

84

GOING TO THE LIBRARY

DIALOG 1

Randy wants some books about autobody repair. He is going to buy them. Nancy tells him to check the library first.

Randy I think I'll buy some books on autobody.

Nancy Why don't you check the library first?

Randy That's a good idea, but I don't have a card.

Nancy You don't need a card, just your license.

Randy How long can I borrow the books?

Nancy I think three weeks, but they don't have fines.

Randy You mean you don't have to pay for lace books?

Nancy No. You only pay if you lose the book.

QUESTIONS

1. Why should Randy go to the library?
2. How long can you keep a library book?

DIALOG 2

Randy I'd like to get some good books or magazines on autobody and auto mechanics.

Nancy You know, the library usually has books on just about anything you could want to read.

Randy Yeah. Maybe I should stop by after work today.

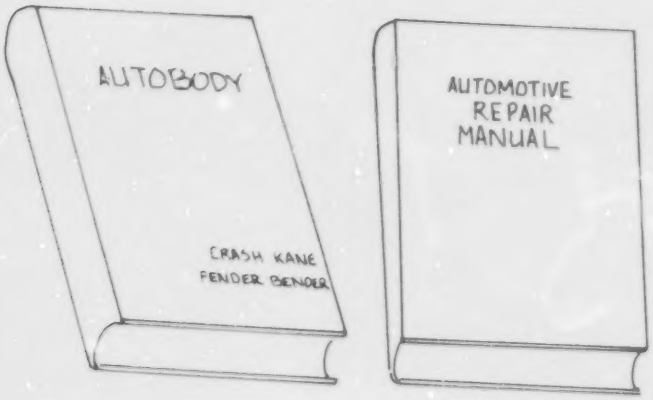
Nancy You'll have to get a card before you can borrow books, won't you?

Randy I think they just ask for your driver's license.

Nancy That's right. They just need a license or State I.D.

QUESTIONS

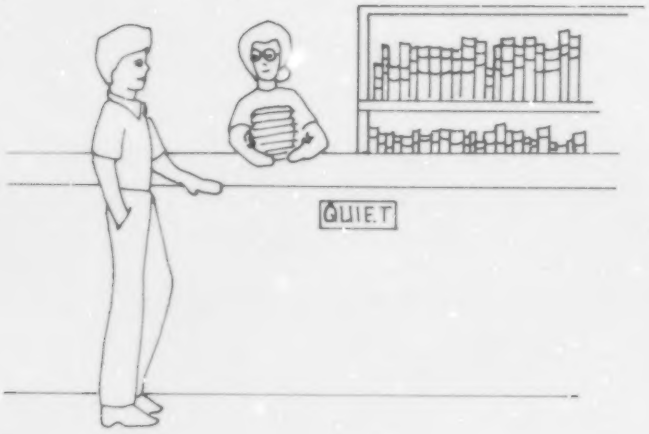
1. How do you check a book out from a public library?
2. What reasons can you think of for going to the library for a book you want?



DIALOG 3

Randy is at the library. He is talking to the librarian about books on autobody repair. She is showing Randy the card catalog.

Randy	I want some books on autobody repair.
Librarian	Do you know how to use the card catalog?
Randy	No, I don't. How do I use it?
Librarian	First, look up your subject. Autobody-- that'll be listed under A.
Randy	Then what do I do?
Librarian	Write down the call number, go to the stacks, and look for your book.
Randy	What if I can't find it?
Librarian	Come and ask me or any librarian.



DIALOG 4

Randy — I'd like to take out some books on autobody repair and auto mechanics.

Librarian — Have you ever used the card catalog before?

Randy — No, I haven't. Could you help me out?

Librarian — Certainly. (They walk to card catalog.) Books are listed in the card catalog by author, subject or title. If you know any one of those, you should be able to find the book.

Randy — Well, I want books on auto mechanics, so I should look under A in the catalog, right?

Librarian — That's right. You'll find several books on that subject. Choose the ones you want and write down the call numbers. Then you go to the stacks, get your books and bring them back to the front desk for check-out.

REVIEW EXERCISES

Act out the following situation. Ask your teacher for cards, if you need them.

1.

Student A	A is a librarian. B comes to her to ask her questions about borrowing books, finding books in the card catalog and on the shelves, etc.
Student B	B asks A several questions about the library.

2. Go to the library with your teacher. Ask the librarian questions you have practiced in this lesson.
(Tr1)

UNIT XXVII

THE JOB INTERVIEW

PREVIEW

In this unit, you will practice:

1. talking about preparing for a job interview: making up a resume, writing a cover letter, etc.

2. going to a job interview.

3. answering the interviewer's questions.

THE JOB INTERVIEW

DIALOG 1

Randy's cousin Sarah just came to Tamarind City. She is looking for a job. She asked Randy for help. He tells her to apply to Mr. Fukuda.

Randy You should type a résumé.

Sarah Do you think I have to?

Randy Yes. It shows your employment history and education at a glance.

Sarah But they ask for that on the application.

Randy Well, you can send a résumé before you apply for a job.

Sarah I guess it is more business-like.

Randy Here. Look at this sample résumé.

QUESTIONS

1. Why should you make a résumé?
2. Why doesn't Sarah want to make a résumé?

Resumé of Young Min Kim
1213 Makai Drive #305
Tamarind City, MM 99022

Phone 277-0883

Employment

Feb. '77--May '77	Fort Dunhill, Poi City, MM. Autobody Repair Trainee Vocational Experience Program Worked on Army trucks, jeeps, and cars. Repaired dents, did refinishing and rust removal. Used electric grinders and welding torch, as well as spray guns and other tools basic to autobody repair.
Sept. '75--Feb. '77	Opunui Restaurant, Tamarind City, MM. Bus Boy/ Dishwasher Carried plates, re-set tables, assisted waitresses: Tues. and Wed., worked the dishwasher.
Sept '72--Sept. '75	Korean Army, Seoul, Korea. Mechanic and general vehicle maintenance. Worked in the motor pool repairing engines and doing engine maintenance work on military vehicles.

Education

Feb. '77--May '77	Tamarind Community College, Tamarind City, MM. Vocational English Program Studied English 4 hours a day; work experience at Fort Dunhill 4 hours a day.
Sept. '70--July '74	Technical High School, Seoul, Korea. Diploma Studied 6 years of English; math and science were taught in English.

DIALOG 2

Randy You ought to type up a résumé to give Mr. Fukuda in advance.

Sarah I've never made a résumé before. What should I include?

Randy You'll want two major lists: your employment-- the jobs you worked on before-- and your education, you know-- all the schools you attended.

Sarah How do I make up the list?

Randy Take a look at this sample résumé. Make yours like this. (Gives Sarah the sample.)

Sarah I see. You list the jobs from most recent on back.

Randy That's it. It's not too hard and it really looks good to the employer. You should send a cover letter, too.

Sarah What's that?

Randy Here's a sample. Look it over. It's short and to the point.

QUESTIONS

1. How do you list your jobs in your résumé?
2. What items should you include on the résumé?

Fort Dunhill
Motor Pool
P.O. Box 222
Poi City, Mahimahi
June 5, 1977

To Whom It May Concern:

This letter is written in support of Mr. Young Min Kim. Mr. Kim worked as an autobody repair trainee with us for four months (2/77 - 5/77). He worked hard and learned a lot about autobody repair. During his training with us, he learned the uses of the basic hand tools. He also learned how to use an electric grinder, a welding torch and a spray gun.

Mr. Kim was always on time and only absent for good reason. He followed directions and was very useful to us.

I highly recommend Mr. Kim for any autobody repair job. He needs to learn more, but I'm sure he will be an asset to any repair business.

Sincerely yours,

James Tanaka

James Tanaka
Supervisor
Fort Dunhill
Motor Pool

DIALOG 3

Randy's other cousin Jerry wants to work at Fukuda's. He's having an interview with Mr. Fukuda.

Mr. Fukuda Hello, Jerry. Have a seat.

Jerry Thanks.

Mr. Fukuda Tell me. What autobody work did you do in training?

Jerry We practiced welding, grinding, applying filler, and sanding and priming.

Mr. Fukuda Did you ever do any other autobody work?

Jerry I have worked on interiors: rugs, seats, panels and headliners.

Mr. Fukuda How do you like body work?

Jerry I like it a lot.

Mr. Fukuda Good. We'll take you on. Our starting salary is $2.75 and hour.

QUESTIONS

1. What autobody work have you done?
2. Did you ever do any autobody work in _____ (student's home country)?

DIALOG 4

Mr. Fukuda Hello, Jerry. Come in and have a seat.

Jerry Thanks. Did you get my résumé?

Mr. Fukuda Yes. It looks good. Tell me: Exactly what autobody work did you do in your job experience program?

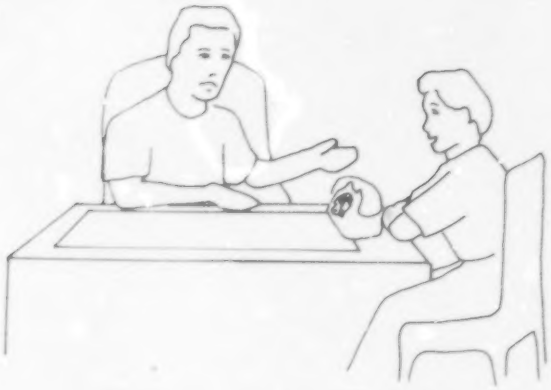
Jerry We did mostly spot repairs--smoothing metal, applying filler and painting.

Mr. Fukuda You did painting over there, too?

Jerry Yes. We used the paint booth pretty often.

Mr. Fukuda It sounds like you had experience with most of the kinds of work we do here. How do you like body work?

Jerry I like it a lot. It gives me a feeling of satisfaction to look at a finished job and know I did it well.



REVIEW EXERCISES

Act out the following situations.

1. Your teacher will be the interviewer. You are the applicant. Ask your teacher some questions.

    a. Do you pay medical insurance for employees?

    b. Do you have Korean/Japanese/Vietnamese/Filipino customers? I can speak _____.

    c. How many journeymen do you have?

    d. How long does it take to get promoted?

    e. How many apprentice workers do you have?

2. Student A is the interviewer. Student B is the applicant.

Student A's Questions

1. What type of autobody work have you done before?
2. How do you like working with metal?
3. Do you mind working with filler and paint?
4. Why do you want to work here?
5. What wage do you hope to make?
6. Have you ever thought of setting up your own business?

Student B's Answers

These are up to Student B.

(Trl)